



DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)

1 Oct 02

MEMORANDUM FOR SQUADRON PERSONNEL

FROM: 367 RCS/CC
3990 East Bijou Street
Colorado Springs CO 80909-6806

SUBJECT: Applicant Travel Bus Ticket Policy

1. Bus tickets issued to recruiters and MEPS personnel are accountable documents and must be tracked and safeguarded at all times. When issuing bus tickets, all squadron personnel must ensure they document use of these tickets properly using the AETC Form 1336. Ticket numbers must appear on AETC Forms 1336 and signed by perspective applicants when they travel.
2. Once all tickets have been issued, and the AETC Form 1336 has been filled in properly, personnel must file a copy of the AETC Form 1336 for one year and forward the original to 367 RCS/RSSL for filing. This also applies to expired tickets. Tickets expire after 120 days and must be returned to squadron Logistics with the AETC Form 1336. All tickets will be accounted for on a monthly basis and reported to squadron Logistics. If you have any questions, please contact the 367 RCS Logistics section at DSN 692-1261, commercial (719) 554-1261 or (800) 772-2364, ext. 41261.

A handwritten signature in cursive script, reading "Thomas Y. Headen", is positioned above the printed name.

THOMAS Y. HEADEN, Lt Col, USAF
Commander